

~~SECRET~~  
SECURITY INFORMATION

~~CONFIDENTIAL~~  
~~CONFIDENTIAL~~

OCT 11 1952

MEMORANDUM TO: Deputy Director (Administration)

SUBJECT: Inspection and Security Office  
Table of Organization

1. An intensive analysis has been made of the Table of Organization for the Inspection and Security Office and it has been determined that the following figures represent the minimum number of personnel required for the years 1953 and 1954:

	<u>Current T/O</u>	<u>Requirements for 1953-54</u>
Office of the Chief	25X9A2	25X9A2
Administration and Training Staff		
Special Security Division Headquarters		
SSD Field (Including SSD Pool)		
Security Division		
Special Research Staff		
Security Control Staff		
Inspection Division		
Alien Affairs		
SO Pool		
TOTALS		

The figures above represent an increase in the current T/O of 25X9 This increase is 12 less than originally proposed for 1953 and 27 less than proposed for 1954. As set forth above the 25X9A2 figure is considered a minimum and should represent our new ceiling as well as T/O.

**SECRET**  
**SECURITY INFORMATION**

3. Certain increased personnel requirements reflected above have a direct relationship to recommendations in the [REDACTED] report which call for increased I&SO responsibility in security matters connected with Agency operations overseas as well as domestic; and reduction in investigative activities performed by contractual services which places an increased volume of such work on our own investigative facilities. In addition the following functions have been added to our office:

25X1A9a

a. Emergency Plan. Effective 31 August 1952 the responsibility for Agency Emergency Planning was assigned to this Office.

b. Polygraph. The training of polygraph operators which was formerly handled by the Office of Training, has been assumed by [REDACTED]

25X1A13c

d. Career Management. Over thirty security officers have been trained and processed for assignment to other activities both domestic and abroad. Approximately fifteen additional requests have been received and more are expected on a continuing basis. The training and administrative responsibilities involved in this activity, together with the establishment of an I&SO Career Service Board and the pursuit of that program within I&SO, are a considerable additional workload on the Administration and Training Staff.

e. Security Control. Establishment by Executive Order of minimum standards for the review and revision of security classifications by the Executive Branch of the Government, places an increasing volume of work to be handled by I&SO in connection with the planning and carrying out of a program for CIA under this order and providing guidance and consultation in its implementation.

~~SECRET~~  
SECURITY INFORMATION

4. Detailed justifications for the increased personnel requirements described above will be submitted with the formal request for an increase in T/O which is in the process of preparation at this time.



25X1A

Sheffield Edwards  
Colonel, GSC  
Security Officer, CIA

~~SECRET~~  
SECURITY INFORMATION